



Phoenix ArtCorps Student Worker Program

Organizational Application Form

Thank you for your interest in hosting a student worker through the Phoenix ArtCorps! Hosting a student worker is a great way to gain valuable professional experience as a supervisor, open up capacity for special projects or initiatives within your organization, and make a meaningful, long-lasting contribution to a young person's life and career.

Abbreviated Guidelines

Each student will work around 20 hours a week over the Fall 2022 semester for \$16/hr (400 hrs total). Each organization will receive an all-inclusive award of \$8,000 to cover salary and other costs. To be eligible, organizations must be based in Phoenix and have received a Nonprofit Arts and Culture Stabilization Grant from POAC in 2021. There are no requirements for supervisors. To learn more, read the full guidelines at <http://phoenix.gov/arts/grants-program/artcorps>.

Application Materials

Once you've read the full guidelines, you can apply to host a student worker. To complete the application, you'll need:

- **Organizational profile:** Basic contact information, a mission statement or description, and the size of your organization (your annual budget).
- **Supervisor profile:** Your contact information, a professional biography, an informal cover letter or statement of interest (250 words max), and an optional resume / CV.
- **Job description:** A general summary or overview of the student worker position, a list of specific responsibilities, and any desired qualifications (200 words max each).
- **Organizational acknowledgment:** A simple screenshot or PDF of an email from an authorizing official confirming organizational support for your application.

As producing a thoughtful job description can take some time, the application is expected to take 1 to 3 hours to complete. While you can save your progress in the form, we recommend preparing your responses in a separate document and copying and pasting them into the form when you're ready. Feel free to download a preview of the application for this purpose. The deadline for applications is March 20.

Next Steps

Once you submit your application, you'll receive an automated message from Survey Monkey in your browser confirming your submission, with an additional email from POAC once the application period closes. Then, after a brief review for fit and

eligibility, positions will be posted by April 10. Students will apply directly to the host organization. More details will be provided via email at this point in time. Please note: submitting an application does not guarantee a student worker. We expect to be able to host up to 20 student workers for Fall 2022. For more information about selection process and criteria, read the full guidelines at <https://www.phoenix.gov/arts/grants-program/artcorps>.

Questions?

If you have any questions, make sure you have read the full guidelines. If you still have questions, reach out to Community Engagement and Programs Manager Jake Friedman at 602.534.7230 or jake.friedman@phoenix.gov. Thank you so much for your interest in hosting a student worker, we look forward to talking more with you soon!



Phoenix ArtCorps Student Worker Program

Organizational Profile

*** Name of Organization**

*** Street Address**

Please note: even if your office is currently on a remote work or hybrid schedule, enter the physical address of your organization at which the internship would take place

*** City**

*** State**

*** Zip Code**

Phoenix City Council District

Select the council district in which your organization is based. If you don't know your district, you can [look up your district](#) with the City of Phoenix.

*** Office Phone Number**

*** Website**

*** Organizational Description** (100 words max)

Provide a brief description or overview of your organization. While you are welcome and encouraged to use existing materials from your website or other grant applications, please make sure your description speaks to your organization's mission and major programming.

*** Organizational Logo**

Upload a logo or other identifying image for your organization

Choose File

Choose File

No file chosen

Art forms and Disciplines

What art forms or disciplines does your organization work in? Please select all that apply.

- | | |
|--|---|
| <input type="checkbox"/> Art Education | <input type="checkbox"/> Interdisciplinary |
| <input type="checkbox"/> Art Therapy | <input type="checkbox"/> Literary Arts |
| <input type="checkbox"/> Community Engagement | <input type="checkbox"/> Media and Digital Arts |
| <input type="checkbox"/> Culture | <input type="checkbox"/> Music |
| <input type="checkbox"/> Dance | <input type="checkbox"/> Performing Arts |
| <input type="checkbox"/> Fashion | <input type="checkbox"/> Theatre |
| <input type="checkbox"/> Film | <input type="checkbox"/> Visual and Studio arts |
| <input type="checkbox"/> Folk and Traditional Arts | |

If you would like to provide more information about the art forms or disciplines your organization works in, feel free to do so using the space below

*** Annual Budget**

What was your organization's annual earned and contributed income for last fiscal year (exclusive of in-kind donations)?

- Under \$50k
- \$50k - 100k
- \$100k - 250k
- \$250k - 500k
- Over \$500k

*** Student Programs**

What is your organization's experience with internship or student worker programs? Please select the appropriate option below.

- Current programs:** Yes, my organization currently offers or hosts an internship or student worker
- Past programs:** While my organization does not currently offer or host an internship or student worker, we have done so in the past
- No programs:** No, my organization has never offered or hosted any internships or student workers
- I'm not sure:** I'm not sure whether my organization has ever offered or hosted any internships or student workers

If you would like to provide more information about current or former internships, please feel free to do so using the space below



Phoenix ArtCorps Student Worker Program

Supervisor Profile

*** First Name**

*** Last Name**

*** Title**

*** Cell Phone Number**

*** Email Address**

*** Length of Employment**

How long have you worked at this organization?

- Less than 1 year
- 1 - 2 years
- 2 - 3 years
- Over 3 years

*** Supervisory Experience**

Do you have any experience hosting students or supervising volunteers and employees?

Please select all that apply

- Current student:** I am currently hosting an intern or student worker within my organization
- Past student:** I have hosted interns or student workers in the past
- Current supervisor:** I am currently managing and supervising other employees within my organization
- Past supervisor:** I have managed and supervised other employees in the past
- Volunteers:** I have managed and supervised community volunteers

If you would like to tell us more about your current or past supervisory experience, please feel free to do so using the space below

*** Major Department**

What major department or general area do you currently work in? Please select all that apply.

- Communities:** BIPOC, elderly, immigrant, incarcerated, LGBTQIA, medical, undocumented, unsheltered, youth
- Development:** Donations and donor relations, fundraising, foundations, giving campaigns, grants
- Marketing:** Communications, graphic design, newsletters, outreach, public relations, social media, websites
- Operations:** Accounting, budgeting, buildings, contracts, facilities, finances, human resources, invoicing, procurement, taxes
- Programs:** Coordination, curation, evaluation, events, exhibitions, festivals, logistics, management, performances, shows, volunteers

*** Professional Role (100 words max)**

Provide a brief overview or summary of your current role and job responsibilities.

*** Statement of Interest (250 words max)**

Please provide a brief statement that speaks to some or all of the following questions: Why are you interested in hosting a student worker? What are you most excited about? What is your motivation? How do you see this experience fitting in to your professional growth? How will the student worker serve your organization? How will it benefit the community?

*** Professional Biography (200 words max)**

Provide a brief statement or narrative that will help potential applicants better get to know you as a supervisor. While this may be your official or standard professional biography, we encourage you to speak to your specific values, philosophies, workstyles, culture, or larger approach to management, communication, and the workplace.

*** Organizational Acknowledgment**

Upload a simple email from an authorizing official within your organization--an executive director, CEO, board chair, artistic director, or similar position--that confirms their acknowledgment of your application to this program and your organization's support of the potential student worker. Feel free to [use our acknowledgment email template](#) for this purpose.

Upload a screenshot or pdf of acknowledgment from your organization's authorizing official

Choose File

Choose File

No file chosen

Professional resume / CV

If you would like to provide a professional resume or CV, please feel free to upload it here.

Upload a PDF or Word .doc of your resume or CV

Choose File

Choose File

No file chosen



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Job Description

* **Position Title**

If you have a specific title for your student worker position, enter it here. Please note: in place of the word "intern", we might suggest "assistant," "apprentice," or other titles which may more readily translate into further experience in the field.

* **General Overview** (200 words max)

Provide a summary or overview of the student worker position that speaks to some or all of the following questions: What are the student's general areas of responsibilities? Are there any specific projects, initiatives, or other goals the student will be supporting? Who will they be working with? What will they do and learn?

Specific Responsibilities (200 words max)

If you have more detailed lists of specific tasks, processes, or other responsibilities the student will be working on, please feel free to provide them here. Otherwise, leave this field blank.

Desired Qualifications (200 words max)

If there are any specific traits, backgrounds, skills, experiences, attitudes, abilities, or other qualifications you are seeking in a student worker, please feel free to provide them here. Otherwise, leave this field blank.

*** Work Mode**

How do you envision the student's work taking place? Please note: even if the position is remote, there must be a physical workspace provided for the student.

- In-person**
- Remote**
- Hybrid**
- I'm not sure**

If you'd like to tell us more about how you envision work taking place or your office's current remote work policies, please feel to do so using the space below.

*** Application Mode**

How will students apply to the position?

- Website:** Students will apply by completing a form on my organization's website
- Email:** Students will apply by emailing a cover letter and resume at my listed email address
- I'm not sure:** I'm not sure how students will apply to the position

If you'd like to provide more instructions for students to apply to the position, please feel free to do so using the space below. Further information can also be provided once applications have been approved.

*** Expectations and Commitments**

All hosting organizations must provide student workers with a physical workspace in Phoenix, a computer, and all other equipment necessary to complete their work. All supervisors must attend trainings and orientations on July 18, August 5, October 7, and December 16.

Supervisors are also expected to complete two brief surveys and furnish a letter of reference for their student workers. Please check the box below to confirm your acknowledgment of these expectations.

- Acknowledgement:** I have read the full guidelines for the program and prepared to meet the expectations

Anything else

If you'd like to tell us more about the environment or culture in which the student will work or anything else you think that we or prospective applicants should know, feel free to let us know using the space below



Phoenix ArtCorps Student Worker Program

Demographic Information (Optional)

While optional, answering the following questions helps us gain a better understanding of who our applicants are and ensures our panels are representative of the larger community

Gender

How do you identify in terms of gender and/or gender representation?

- Male/Man
- Female/Woman
- Non-binary
- Prefer not to answer

Race and Ethnicity

What is your race and/or ethnicity? Please select all that apply.

- Asian/Indian Subcontinent
- Black or African American
- Hispanic or Latino
- Native American
- If other, please specify.
- Pacific Islander
- Non-Hispanic White
- Prefer not to answer

Education

What is the highest level or degree of education you have completed?

- Some high school
- High school diploma or GED
- Some college
- Associates degree
- Bachelor's degree
- Master's degree
- Doctorate degree
- Prefer not to answer

Age

What is your age?

- 18 to 24
- 25 to 34
- 35 to 44
- 45 to 54
- 55 to 64
- 65 to 74
- 75 or older
- Prefer not to answer

Marketing

How did you hear about this opportunity?

- POAC Newsletter
- POAC Website
- Internet search
- Social media
- Personal outreach or email
- Word of mouth

Other (please specify)

* Public Records Policy

Before you submit this survey, we would like remind you about the city's policy on public records, which states that the information you are about to send: (1) is subject to public disclosure under the Public Records Law, (2) is not private or confidential and (3) is retained according to city records retention policies. **If you do not agree with this policy, do not submit this form.**

- I have read and agree to the City of Phoenix's Public Records Policy